

Washington State Career and Technical Education

Core Employability Skills

*Information based on:
The Secretary's Commission on Achieving Necessary Skills (SCANS)
U.S. Department of Labor
1993*

Preamble

Employability skill development for all students is a required, integral part of all Career and Technical Education (CTE) instructional programs.

Employability skills can be defined as human relations, personal management, and personality (affective) skills needed to be a good employee.

This Washington State Core Employability Skill Resource is based on the Secretary's Commission on Achieving Necessary Skills (SCANS 1993) document. In 1990, the Secretary of Labor appointed a commission to determine the skills people need to succeed in the world of work. The commission's fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment. The commission completed its work in 1992 and its findings and recommendations continue to be a valuable source of information for individuals and organizations involved in education and workforce development. (*Background information from the U.S. Department of Labor's website <http://wdr.doleta.gov/SCANS/>*). To further assist educators in teaching and assessing the SCANS skills, the U.S. Department of Labor developed a document titled *Teaching the SCANS Competencies* (1993). This document is referenced in this text to assist Washington State CTE educators in the delivery of the core employability skills.

The employability skills listed in this document represent the core skills that students should be able to demonstrate prior to their completion of a Career and Technical Education program. Local districts may expand these core skills to connect with other area workforce needs. When planning an individual course, districts may choose which of the core employability skills will be addressed in that course. Upon completion of a program (sequence of courses) students will be able to demonstrate knowledge and skills in all of the employability competencies.

Washington's Basic Education Act (RCW 28A.150.210-211)

The legislature also recognizes that certain basic values and character traits are essential to liberty, fulfillment, and happiness. However, ***these traits are not intended to be assessed or be standards for graduation.*** The legislature intends that ***local communities have the responsibility for determining how these values and character traits are learned*** as determined by consensus at the local level. These values and traits include the importance of:

1. Honestly, integrity, and trust;
2. Respect for self and others;
3. Responsibility for personal actions and commitments;
4. Self-discipline and moderation;
5. Diligence and a positive work ethic;
6. Respect for law and authority;
7. Healthy and positive behavior; and
8. Family as the basic unit of society

Therefore, inclusion of these values and traits is not required in an approved CTE course/program. Instruction in these values/traits is locally determined.

Core Employability Skills
(Based on the SCANS document)

The employability skills listed in the chart below represent the core employability skills that students should be able to demonstrate prior to their completion of a Career and Technical Education program. When planning an individual course, districts may choose which of the core employability skills will be addressed in that course. Upon completion of a program (sequence of courses) students will be able to demonstrate knowledge and skills in all of the employability competencies.

Employability Competency	Student Activities	SCANS Resource Reference
<p>1.1 The student will demonstrate the ability to identify, organize, plan, and allocate resources. This means that the student is able to demonstrate allocating time, money, materials, space, and staff.</p>	<p>A. <i>Time</i>—Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules B. <i>Money</i>—Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives C. <i>Material and Facilities</i>—Acquire, store, allocate, and use materials or space efficiently D. <i>Human Resources</i>—Assess skills and distribute work accordingly, evaluate performance and provide feedback</p>	<p>Teaching The SCANS Competencies The Secretary’s Commission on Achieving Necessary Skills U.S. Department of Labor 1993 http://wdr.doleta.gov/SCANS/teaching/teaching.pdf Reference pages 21-26</p>
<p>1.2 The student will demonstrate the ability to acquire and use information in a family, community, business and industry settings. This means that the student can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.</p>	<p>A. Acquire and Evaluate Information B. Organize and Maintain Information C. Interpret and Communicate Information D. Use Computer to Process Information</p>	<p>Teaching The SCANS Competencies The Secretary’s Commission on Achieving Necessary Skills U.S. Department of Labor 1993 http://wdr.doleta.gov/SCANS/teaching/teaching.pdf Reference pages 27-32</p>
<p>1.3 The student will demonstrate an understanding of complex inter-relationships (systems). This means that the student understands social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.</p>	<p>A. <i>Understand Systems</i>—Know how social, organizational, and technological systems work and operate effectively with them B. <i>Monitor and Correct Performance</i>—Distinguish trends, predict impacts on system operations, diagnose deviations in systems’ performance and corrects malfunction C. <i>Improve or Design Systems</i>—Suggest modifications to existing systems and develop new or alternative systems to improve performance</p>	<p>Teaching The SCANS Competencies The Secretary’s Commission on Achieving Necessary Skills U.S. Department of Labor 1993 http://wdr.doleta.gov/SCANS/teaching/teaching.pdf Reference pages 40-46</p>
<p>1.4 The student will demonstrate an ability to work with a variety of technologies, identify or solve problems with equipment, including computers and other technologies. This means that the student can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.</p> <p style="text-align: right;"><i>OSPI CTE This document will be reviewed and updated as necessary. March 27, 2003</i></p>	<p>A. <i>Select Technology</i>—Choose procedures, tools or equipment including computers and related technologies B. <i>Apply Technology to Task</i>—Understand overall intent and proper procedures for setup and operation of equipment C. <i>Maintain and Troubleshoot Equipment</i>—Prevent, identify, or solve problems with equipment, including computers and other technologies <i>updated as necessary. March 27, 2003</i></p>	<p>Teaching The SCANS Competencies The Secretary’s Commission on Achieving Necessary Skills U.S. Department of Labor 1993 http://wdr.doleta.gov/SCANS/teaching/teaching.pdf Reference pages 46-53</p>

